

**U.S. DEPARTMENT OF COMMERCE  
SMALL BUSINESS PROCUREMENT SCORECARD PLAN  
FOR FISCAL YEAR 2009**

Overview

The Department of Commerce (DOC) considers doing business with small business an essential part of its acquisition strategy and promotes the use of small business to the maximum extent practicable. The Department has an excellent record of small business accomplishment and is especially proud of having helped many small firms grow and thrive through performance of federal contracts awarded to small, small disadvantaged, 8(a), HUBZone, women-owned, veteran-owned, and service disabled veteran-owned small business concerns. Although the small business goal of 50.79% established by the Small Business Administration (SBA) for DOC in Fiscal Year (FY) 2008 reflects a much higher level than the 23% statutory goal, DOC will work diligently to work toward meeting this goal.

<i>Program</i>	<i>Prime Contracting Goal</i>	<i>Subcontracting Goal</i>
<i>Small Business</i>	<i>50.79%</i>	<i>51.50%</i>
<i>Small Disadvantaged</i>	<i>5%</i>	<i>5%</i>
<i>Women-Owned</i>	<i>5%</i>	<i>5%</i>
<i>HUBZone</i>	<i>3%</i>	<i>3%</i>
<i>Service Disabled Veteran-Owned</i>	<i>3%</i>	<i>3%</i>

During FY 2008, the Department experienced significant turnover in acquisition leadership and acquisition staff at a time of severely constrained budgets. A new Senior Procurement Executive (SPE) is in place and is currently reviewing and establishing priorities for acquisition--including those for small business. The SPE expects that as DOC transitions to a new administration in FY 2009, the Department will be operating in an environment of continued severe budget constraints, continuing resolutions, and staff shortages.

The Department is charged with creating conditions for economic growth and opportunity by promoting innovation, entrepreneurship, competitive and stewardship. As part of its mission, DOC promotes American business interests domestically and abroad and recognizes the leading role small businesses play in fueling economic growth.

DOC currently employs approximately 40,000 employees and its FY 2008 budget was approximately \$7.3 billion. About one-third of DOC's budget is expended by contract. DOC is supported by 13 operating contracting offices within five Bureau Procurement Offices, which include: National Oceanic and Atmospheric Administration (NOAA), National Institute of Standards and Technology (NIST), Bureau of the Census (Census), Patent and Trademark Office (PTO) and the Office of the Secretary (OS). Commerce's acquisition workforce consists of approximately 193 contracting personnel (GS-1102), which includes 8 bureau small business specialists; 38 purchasing agents (GS-1105), and 6 procurement clerks (GS-1106).

In the case of Census decennial, procurement spending is cyclical in correlation to the preparation and implementation of the decennial census. The decennial census is conducted every ten years and is a major undertaking that collects data from every household in the U.S. and its territories. The Department's peak in procurement spending usually begins three years prior to the decennial and culminates in the year of the decennial. For instance, during the non-peak spending period between FY 2001 through FY 2006, Commerce successfully awarded on average 50% of our prime contract dollars to small business concerns. However, in the past, Commerce awarded an average of 35% of our prime contract dollars to small business concerns during the peak spending years. This is because the large dollar contracts that support the decennial have historically been awarded to large business concerns. Extensive market research conducted in support of the 2010 decennial substantiated that small business concerns cannot prime these major contracts.

In addition to the Census 2010 Decennial, it is important to note that the Department has a number of major projects pending or underway which will significantly increase our procurement spending during FY 2009 through FY 2012. Other examples include NOAA's GOES-R Satellite Program and phased Fleet Replacement Program. As some of these largest contracts could not be set aside for small business, the result is a decrease in the percent of total obligations awards available to small business concerns. Another factor to consider is DOC's highly successful Commerce Information Technology Solutions (COMMITTS NexGen), a small business set-aside government-wide acquisition contract (GWAC), was transferred to the General Services Administration. From FY 2005 to 2008, the Department used COMMITTS NexGen to award on average \$68 million per year to small business concerns, including small disadvantaged businesses. This change is anticipated to have a significant impact on the Department's ability to increase small business participation in our information technology acquisitions.

However, the Department remains committed to exploring innovative and effective procurement strategies to where possible increase small business participation in our requirements. In FY 2007 Commerce used competition on 73% of available competition base dollars and awarded 49.65% of our total procurement dollars to small business concerns. The DOC will continue to look for opportunities for small business concerns, prime and subcontracting, to help small businesses grow, learn, and be successful.

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The Department of Commerce FY 2009 Small Business Plan to the U.S. Small Business Administration is organized within the following 9 elements:

- Plans to increase the value of competitively awarded contracts to small businesses
- Plans for top level agency commitment to small business contracting
- Plans for significant events to increase small business participation in the procurement process
- Plans for demonstrating that small business data is accurately reported in FPDS-NG
- Plans demonstrating that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals
- Plans to demonstrate that no unjustified bundling has taken place
- Planned training to contracting staff/managers in executing small business/socio-economic procurements
- Planned collaboration with SBA on formulation of small business procurement policy initiatives
- Plans to submit all strategic plans and reports that become due to SBA

**ELEMENT 1. Strategic plan to increase the value of competitively awarded contracts to small businesses during the period.**

Commerce considers competition a requisite procurement strategy for making smart business decisions and promotes its use particularly through the use of small business to the maximum extent practicable.

With a new SPE in place, the Department will be working closely with the OSDDBU to re-focus on ways to improve the acquisition process and promote the increase of competitively awarded contracts to small business in FY 2009 and beyond.

We understand that the road to success for many small business concerns begins with federal acquisitions. Commerce's commitment to promoting competition and helping small business concerns has proven successful as demonstrated by our past goal achievements recorded in the Federal Procurement Data System-Next Generation (FPDS-NG). The Senior Procurement Executive, in cooperation with the Director of the Office of Small and Disadvantaged Business Utilization (OSDBU) and the Bureau Procurement Officials (BPOs), intend to work closely together to develop long-range strategies to maximize participation by small business concerns in the Department's acquisitions, and build on past successes. Specifically, the Department during this period intends to continue to:

- Business Process Reengineering to improve procurement operations
- Strategic Sourcing to create opportunities for small business concerns
- Using existing boards to maximize small business opportunities
- Providing Training on FPDS to improve data accuracy
- Quarterly meetings between SPE and OSDBU

Business Process Reengineering to Improve Procurement Operations

The National Oceanic and Atmospheric Administration (NOAA), the largest bureau within Commerce, completed its Business Processing Re-engineering (BPR) effort in FY 2007 and began implementing BPR recommendations in FY 2008. NOAA identified a number of actions to improve procurement operations such as: increased training for its workforce and more emphasis on acquisition planning, including market research. In October 2008, the SPE initiated a BPR effort for the procurement office that services the Office of the Secretary. The BPR project is focused on improving acquisition planning, requirements documentation, and working more closely with the program offices throughout the acquisition cycle. One of the immediate problems identified during the BPR effort was the lack of advanced notice of planned acquisitions which adversely impacts on the ability of the contracting officers to conduct market research and develop effective acquisition strategies.

Strategic Sourcing to Create Opportunities for Small Business Concerns

During FY 2009, the Department plans to take advantage of strategic sourcing opportunities and identify small business concerns as potential suppliers. The NOAALink contract is one major example of where DOC will be utilizing strategic sourcing to provide IT solutions across the NOAA. NOAALink is the NOAA-wide vehicle

to consolidate more than 2000 separate buys of IT equipment, software and services as a major strategic sourcing initiative. Ultimately NOAALink may be extended to serve all of DOC. There is potential for the award of 5 Small Business contracts to vendors with set asides for task orders. Small Business will be considered for every task order unless otherwise justified in accordance with the Federal Acquisition Regulation (FAR). Estimated value of NOAALink investments will exceed \$2B over ten years.

#### Using Existing Boards to Maximize Small Business Opportunities

In FY 2009, the Department will utilize the Acquisition Review Boards and Information Technology Review Board to the maximum extent to ensure small business receives maximum participation.

The Commerce Acquisition Review Board (ARB) is a formal review of proposed contract actions valued over \$10 million, Inter-Agency Agreements valued over \$5 million, and real property projects valued over \$2 million. The Board is chaired by the SPE and the voting members consist of cross-functional senior executives (directors of OSDDBU, Budget, Finance, Human Resources, Administrative Services, and General Counsel). The reviews are tailored to assess the risk and complexity of the acquisition. The objectives of the ARB are:

- Ensure required Departmental business management, oversight, control, reporting, and review for all acquisition investments.
- Inform the applicable review board members about the proposed acquisition.
- Obtain the required cross functional acquisition approvals.

Since its inception, the ARB has become a successful organizational institution for improving the quality of contracts and increasing small business participation at the prime and subcontracting level.

#### Providing Training on FPDS to Improve Data Accuracy

The Department will continue to conduct training for acquisition personnel on properly coding contract actions in FPDS-NG and how to utilize the Commerce Enterprise-wide Acquisition Reporting System to monitor FPDS-NG data entries.

#### Quarterly Meetings Between SPE and OSDDBU

The Senior Procurement Executive and the OSDDBU Director will meet quarterly to ensure we are doing the most possible for small business, leveraging both the acquisition and small business function. The goal is to develop a small business communication plan to increase the visibility and performance results of DOC small business initiatives.

In addition, Commerce will also participate in outreach events. Each year, the OSDDBU Director develops a calendar of small business outreach conferences and coordinates the participation of OSDDBU staff, bureau small business specialists, and procurement and program staff as appropriate.

In an effort to specifically target HUBZones in FY 09, the USPTO is collecting Capability Profiles on HUBZone firms with the intent to educate acquisition staff. A database will be implemented to house all the small business vendors that; have received USPTO awards, have contacted the agency for future opportunities, and have been identified during market research activities. This will be a searchable database for use by USPTO acquisition personnel.

**ELEMENT 2. Demonstrate top-level agency commitment to small business contracting during the period.**

For the duration of President Bush's administration, we expect Secretary Gutierrez will continue to maintain the Department's long and cherished mission of helping small business concerns grow, learn, and succeed through federal contracting. This message continues to be made clear in his Executive Management Team as well as in a number of public speeches. Since FY 2001, Commerce has awarded on average 50% of our total procurement dollars to small business concerns. This significant achievement is a testament of the dedicated efforts from the highest levels of the Department and throughout every organization.

Small business goal achievement will continue to be a performance measure reported in the Balanced Scorecard, a management tool implemented by the Office of Acquisition Management (OAM), to gauge the effectiveness of the Department's acquisition program. The Balanced Scorecard captures socio-economic data from FPDS-NG and survey results assessing the perception of the workforce and customers about the effectiveness of the Department's Small Business Program. A sample of the survey questions are as follows:

**Asked of procurement personnel:**

- The mission of the Office of Small and Disadvantaged Business Utilization (OSDBU) is clearly communicated.
- I receive support from the OSDBU in achieving small business goals.
- Small Business Socioeconomic Goals are communicated to the Acquisition Community throughout the year.
- I have been able to identify contractors through outreach events.

**Asked of customers (requisitioners and CORs):**

- I believe achieving small business goals should be a major consideration in the acquisition.
- My Procurement Office provides me with effective information about how the Small Business Program could support my program objectives.
- I have been able to identify contractors through outreach events.

The Department's Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA), Otto Wolff, who is appointed by the President and reports to the Secretary, is a very vocal advocate of the Small Business Program. As a member of the Executive Management Team, Chair of the Commerce Chief Financial Officers Council, and Co-Chair of the Commerce Information Technology Review Board, the CFO/ASA uses these opportunities to promote the use of small businesses. The CFO/ASA has been a key speaker at the Department's acquisition conferences. In every speech he has promoted the benefits of the Small Business Program and the use of small businesses.

As the Department's Small Business Advocate, the Director for OSDBU will continue to maintain a high-level profile throughout the Department to promote the Small Business Program. The Director has the support of the Secretary, Deputy Secretary, and the CFO/ASA. The Director attends Departmental meetings such as the CIO. She is a member of the Department-level Acquisition Review Board which reviews acquisition strategies for proposed major contracts over \$10 million and participates in the IT Review Board which reviews systems over \$25 million.

The Department's SPE provides leadership to the Bureau Procurement Offices to promote and create contracting opportunities for small business concerns. The SPE works in partnership with the OSDBU Director to develop policies and procedures to support small business participation in prime and subcontracting opportunities.

The Department's bureaus are also committed to the goals of the Small Business Program.

#### **Bureau-Level Commitment to the Small Business Program**

<b>Bureau</b>	<b>Description</b>
Office of the Secretary	The Director for the OS Acquisition Division reports directly to the Senior Procurement Executive for the Department. The Senior Procurement Executive reports directly to the Department's Chief Financial Officer/Assistant Secretary for Administration. Both are strong small business advocates.
Census	<p>The Chief of the Acquisition Division reports directly to the Associate Director for the Bureau of the Census.</p> <p>The Acquisition Chief is very committed to working with the bureau's Small Business Specialist and the OSDBU to meet and exceed bureau-specific small business goals. The Chief has also been meeting with program division chiefs to gain their support of the Small Business Program and meeting goals.</p> <p>Contracting officers have small business goal achievement as an element in their performance plans.</p>
NIST	The Chief of the Acquisition Management Division reports to the NIST Chief Financial Officer (CFO). NIST has met and/or exceeded its small business goals in all the preference programs year after year.

	Small business goal achievement is a rating element for all NIST acquisition personnel.
NOAA	<p>The Director for the Acquisition and Grants Office reports directly to the Deputy Under Secretary for Oceans and Atmosphere. The Director enjoys strong support from NOAA's executive team including the Chief Financial Officer and Chief Administrative Officer.</p> <p>Small business goal achievement is a rating element in the Director's performance plan.</p>
USPTO	<p>The Chief of the Acquisition Management Division reports to the Chief Financial Officer (CFO). The CFO established a "CFO Performance Goals" report which reviews all small business goals on a quarterly basis. The small business goals are also tracked in the CFO Strategic Plan.</p> <p>Published and implemented the Acquisition Procedures and Guidelines Manual (APGM), as section of which discusses USPTO's commitment to small business goals. This manual is posted on USPTO's website.</p> <p>Small business goal achievement is an element in the performance plans of the Director of Procurement and in each of the branch chiefs.</p>

Commerce has a number of programs available to help small business concerns. These programs are prominently displayed on the Commerce website. For example:

- **Office of Small and Disadvantaged Business Utilization (OSDBU)**  
The OSDBU is responsible for advocating the use of small, small disadvantaged, 8(a), HUBZone, women-owned, veteran-owned, and service-disabled veteran-owned small businesses. This involves promoting small business prime and subcontracting opportunities in accordance with federal laws, regulations, and policies.
- **NTIA's TV Converter Box Coupon Program**  
By February 18, 2009, the Federal Communications Commission will require full-power television stations to cease analog broadcasting. This will require analog televisions to be connected to cable or satellite service, or to a Digital to Analog (DTA) Converter Box. The Department's National Telecommunications and Information Administration (NTIA) is responsible for managing the TV Converter Box Coupon Program. Thus far, of the 111 authorized electronic retailers who are certified to sell DTA converter boxes, over 70% are small business concerns.
- **NIST Manufacturing Extension Program (MEP)**  
MEP is a nationwide network of not-for-profit centers in over 400 locations nationwide, whose sole purpose is to provide small and medium-sized manufacturers with the help they need to succeed. The centers, serving all fifty states and Puerto Rico, are linked together through NIST which makes it possible for even the smallest firms to tap into the expertise of knowledgeable manufacturing and business specialists all over the United States.



- **Minority Business Development Agency (MBDA)**

MBDA was established to foster the creation, growth and expansion of minority-owned businesses in America. Assistance is provided to socially and economically disadvantaged individuals who own or wish to start a business.

**ELEMENT 3. Planned significant events to increase small business participation in the procurement process during the period.**

The Department has an established and effective hierarchical review process in place to ensure small business participation in our acquisitions. During the planning phase, contracting officers work cooperatively with the bureau small business specialists to determine the appropriate acquisition strategy, including the decision to set the requirement aside for small business or conduct full and open competition). Acquisitions with an estimated life cycle cost over \$100,000 are reviewed by the OSDDBU unless the procurement is set-aside for small business. The Small Business Administration (SBA) Procurement Center Representative (PCR) is given an opportunity to also review the procurement actions.

Planned acquisitions are evaluated by bureau governing boards. If the proposed acquisition is over \$10 million, the contracting officer and program office representatives must present the requirement before the Department's Acquisition Review Board (ARB). The ARB is chaired by the SPE and the OSDDBU Director is a voting member. The other members include the Chief Information Officer and the directors of Contract Law, Human Resources, Budget, Finance, and Administrative Services. The Department uses OMB's Exhibit 300 as the primary document for review and approval. Since the Exhibit 300 does not address small business considerations, Commerce's procedure is to request additional acquisition planning information in accordance with FAR Parts 7.107 and 19. A significant factor in the review and approval process is the consideration of small businesses that includes: the impact any bundling might have on small business participation, use of GSA multiple award schedule contracts and other agency contracts, strategies to maximize small business participation, and subcontracting goals set forth in the solicitation.

The Department's senior leadership will continue its commitment to the importance of the Small Business Program. The Bureau Procurement Offices have identified a number of action items to increase small business participation.

**Highlights of Bureau-Specific Action Items to  
Increase Small Business Participation**

Bureau	Description
Census	<ul style="list-style-type: none"> <li>▪ Created a Small Business Opportunity Page to: <ul style="list-style-type: none"> <li>▪ Increase access to information on prime and subcontract opportunities at the Bureau</li> <li>▪ Post contact information of prime contractors with subcontracting</li> <li>▪ Keep track of firms that have received counseling and are interested in doing business with the Bureau</li> <li>▪ Make it easier for program offices to identify potential small businesses in industries typically used by the Bureau (top NAICS codes).</li> <li>▪ Assist with market research.</li> </ul> </li> <li>▪ Applies a stringent process of acquisition review and analysis for each requirement that is processed with special emphasis given to very large requirements. In addition, continuing requirements (and repetitive requirements) that were competed under full &amp; open competition procedures are given a critical review to determine if small business concerns have entered into these industries since the last market research was conducted which will allow consideration of set-aside competitions.</li> </ul>
NIST	<ul style="list-style-type: none"> <li>▪ Requires each operating unit to develop annual spending plans for all requirements over \$25,000 in order to assist procurement team leaders in identifying opportunities for small businesses.</li> <li>▪ The BPO for NIST requires that his Small Business Specialist consolidate all Requests for Small Business Set-Aside Reviews (CD-570s) into a monthly report for the purpose of improving upon the competitive contracting environment and to increase small business participation in the procurement process.</li> <li>▪ In process of creating a database of small businesses interested in NIST opportunities.</li> </ul>

Bureau	Description
NOAA	<ul style="list-style-type: none"> <li>▪ Implemented an Acquisition Advisory Council (ACC) to identify strategies to foster cooperation and facilitate communication between the program and procurement offices. One of the expected outcomes from this initiative is to improve acquisition planning and identify suitable opportunities for small businesses.</li> <li>▪ NOAA initiated a bureau-wide IT acquisition called NOAALinks to consolidate separate buys of IT equipment, software, and service as a major strategic sourcing initiative—which may be extended Department-wide. There is potential for the award up to 5 small business contracts to vendors with set asides for task orders. Small business will be considered for every task order unless otherwise justified in accordance with the FAR. Over the potential performance period of 10 years, the total value of NOAALinks could exceed \$2B.</li> <li>▪ NOAA has four regional acquisition offices. These regional offices have delegated procurement authority (DPA) up to \$25,000 to individuals in program offices. As part of monitoring and compliance responsibilities, the regional offices are conducting annual training on FAR procurement procedures, including the Small Business Program. This training is mandatory for maintaining DPAs.</li> </ul>
USPTO	<ul style="list-style-type: none"> <li>▪ Creating a database to track all the small business vendors that <ul style="list-style-type: none"> <li>▪ Received USPTO awards</li> <li>▪ Contacted the agency for future opportunities</li> <li>▪ Identified during market research on particular NAICS codes in CCR.</li> </ul> </li> <li>▪ In the process of developing a database to consolidate data from all Request for Small Business Set-Aside Reviews (CD-570s) for use in analyzing spending trends and finding opportunities for small businesses.</li> <li>▪ The Acquisition Division has identified five potential contract opportunities with an estimated life cycle value of over \$400 million suitable for small business set-aside. Each of these contracts will be for five years (base with four option periods).</li> <li>▪ Throughout FY 09, the USPTO will continue to meet with small business vendors to discuss forecasted opportunities with the USPTO. Additionally, USPTO will continue to participate in Executive Round Table Discussions with small businesses to educate them on the types of supplies and services needed by USPTO and how to do business with USPTO. The SBR is targeting HUBZone, in particular, for improvement in FY 09. The SBR will work with DOC and SBA to assemble a collection of capability profiles of HUBZone companies in the DC Metro area. Once</li> </ul>

	collected, this information will be shared with acquisition personnel and will be implemented in our searchable Small Business/NAICS Code database.
	<ul style="list-style-type: none"> <li>▪ The SBR is planning a conference for HUBZone and Service Disabled Veteran-Owned firms. The conference will afford these firms an opportunity to introduce the supplies and services they provide to USPTO.</li> </ul>

**ELEMENT 4. Demonstrates that small business data is accurately reported in FPDS-NG during the period.**

The Department completed and submitted to OFPP its verification and validation of FY 2007 FPDS-NG on January 22, 2008. Additionally, the Department has institutionalized a number of specific actions to ensure data accuracy for FPDS NG:

**Actions Taken To Ensure Data Accuracy in FPDS-NG**

<b>Departmental Action Items</b>	
√	The Department created seven (7) standard reports within our automated Enterprise Acquisition Reporting System (EARS) to assist the BPOs with monitoring and validating data accuracy, especially actions that may have been miscoded as bundled or as small business awards.
√	In FY 2009, OAM and OSDDBU personnel will continue to provide training to Commerce acquisition personnel on properly coding actions in FPDS NG.
√	OAM will continue to provide monthly e-mails to BPOs of Draft and Error Reports downloaded from FPDS NG and an analysis of obligation trend reports from EARS.
√	In accordance with CAM 1301.6, bureaus which have not yet do so, are moving forward to implementing the requirement that contracting officers have an element in their performance plans for, responsibility and accountability for data accuracy.
<b>BPO Action Items</b>	
√	BPOs will continue to conduct monthly reviews all actions entered into FPDS NG to ensure data accuracy and timeliness.
√	BPOs will continue to submit a contract bundling report to OSDDBU on a quarterly basis.

**ELEMENT 5. Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.**

The Office of Acquisition Management (OAM) maintains the Department's acquisition regulation, policies, and guidance on its website, including the Commerce Acquisition Manual (CAM). The CAM includes a chapter on Acquisition Planning that requires contracting officers to include a discussion on how subcontracting to small business

concerns will be sought and promoted. Contracting officers are required to identify any known barriers to small business subcontracting and address how these barriers will be overcome.

The OSDBU maintains on its website a template of a subcontracting plan, along with guidance and instructions for its use. Contracting officers submit all subcontracting plans to OSDBU through the bureau Small Business Specialists for review and concurrence. Emphasis is placed on ensuring that offerors identify core work (or value added work) to promote growth and learning by small business contractors. The SBA PCR is also given an opportunity to review solicitations and subcontracting plans.

Other steps taken to ensure contractor compliance with subcontracting plans:

- Increased usage of "Small Business Participation Plan" by the BPOs. Offerors are required to discuss plans to mentor emerging and other types of small businesses; plans to include and involve small businesses during the performance of the contract; and encourages offerors to identify small business concerns by name (including a description of the type of work they will be subcontracted to perform, dollar value, and percentage).
- The BPOs require their contracting officers to monitor prime contractors' performance against the goals identified in the subcontracting plans. If a contractor fails to abide by the negotiated goals, then the contracting officers will take further enforcement action.
- The Bureau of the Census conducted extensive market research as part of the planning process for its 2010 Decennial support contracts. Based on this research, Census was able to establish aggressive small business subcontracting goals tied to Award Fee and other incentives to encourage contractors to exceed the negotiated small business subcontracting goals.
- NOAA requires its contracting officers to submit subcontracting reports to the AGO Policy and Oversight Division for review.

**ELEMENT 6. Plan to demonstrate unjustified bundling has not taken place during the period.**

Since FY 2003, the year agencies were required to first report on contract bundling, the Department has reported zero actions coded as bundled per FAR Part 7, including zero actions for FY 2007. The Department issued a policy memorandum in June 2003 to supplement the Federal Acquisition Regulation (FAR) on contract bundling. The policy memorandum included an action plan describing the responsibilities of the SPE, OSDBU Director, BPOs, and contracting officers to implement the strategies outlined in OMB's October 2002 report to the President entitled "Contract Bundling: A Strategy for Increasing Federal Contracting Opportunities for Small Businesses." This policy has proven very effective in guarding against unnecessary and unjustified contract bundling.



**ELEMENT 7. Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period.**

Commerce has in place a Career Management Program for our acquisition workforce which includes required training for the contracting series (GS-1102); purchasing series (GS-1105); clerical and technical series (GS-1106); and Contracting Officer's Representatives (COR). The OAM website maintains policy on required training for the acquisition workforce and links to training sources.

**Required Training That Includes the Small Business Program**

<b>Job Series</b>	<b>Required Training</b>
Level 1 for the contracting series (GS-1102)	<u>CON 110, Mission Support Planning</u> , as a required course. This course covers the various socio-economic programs.
Level 1 for the purchasing series (GS-1105 and GS-1106)	<u>Simplified Acquisition and Advanced Simplified Acquisition</u> as required courses. These courses provide an overview of applicable laws and regulations including socio-economic programs.
COR Level 1	<u>Simplified Acquisitions</u> provides an overview of applicable laws and regulations including socio-economic programs.  <u>Contracting for CORs</u> provides an overview of the acquisition process including acquisition planning and socio-economic programs.

In addition, the OSDBU maintains on its website links to Intranet sites offering online training on Small Business Programs, laws and regulations, and external contracting tools and resources.

The BPOs are also conducting in-house training activities to support the Small Business Program.

**Small Business Program Training**

OAM	Will continue to periodically provide FPDS-NG training to bureaus which also includes instructions on the use of set-aside programs.
OAM	Will encourage Bureaus to participate in SBA-provided training on the 8(a) Partnership Program in October 08.

Census	The Chief of the Acquisition Division (the Bureau Procurement Official (BPO)) conducted an acquisition awareness seminar for all Census Bureau customers that included the importance of viewing and designing requirements to make them conducive for small business participation.
NIST	Procurement teams within AMD continue to receive ongoing training from the Small Business Specialist on various small business related rules and regulations.
NOAA	Provides procurement training to program personnel who have Delegated Procurement Authority located in regional offices throughout the U.S.

**ELEMENT 8. Plan to collaborate with SBA on formulation of small business procurement policy initiatives during the period.**

The OSDDBU Director personally interacts with the SBA Procurement Advisory Council and attends monthly meetings. In addition, the OSDDBU Director is a member of the FAR Small Business Team, a subcommittee of the Federal Acquisition Regulatory Council. The purpose of the team is to focus on small business issues and to coordinate with SBA on concurrent SBA and FAR rulemaking. The team was formed in March 2007 and to date has worked on such cases as the Small Business Representation Rule and the Women Owned Small Business Federal Contracting Assistance Program.

DOC also participates in small business policy development in its representation to and participation in Federal Acquisition Regulation development under the Civilian Agency Acquisition Council (CAAC).

**ELEMENT 9. Plan to ensure Agency will submit all strategic plans and reports that became due to SBA during the FY 09 reporting period.**

Commerce will submit all required reports to SBA.

Report Name	Date/ Due	Comment
Small Business Innovation Research (SBIR) Annual Report	March 15th	.
Small Business Technology Transfer (STTR) Annual Report	December 31st	Not applicable. Commerce does not have an STTR Program.
Competitive Demonstration Program Report	January 31 <sup>st</sup>	Not applicable. Commerce is not a participating agency in this program.



Progress Report on Increasing Opportunities for Women-Owned Small Businesses	February 15	
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